

UNITED STATES MISSION - BOGOTA
VACANCY ANNOUNCEMENT

No. 103

Job Vacancy

September 20, 2004

OPEN TO: All Interested Candidates

POSITION: **CHAUFFEURS**

OPENING DATE: **Monday, September 20, 2004**

CLOSING DATE: **Monday, October 4, 2004**

WORK HOURS: Full time; 48 hours/week

SALARY: FSN/MOH/OR - LCP/FSN-3
EFM/NOR - FP Scale = FP-BB

Applications for this vacancy will be used to fill similar vacancies in the Embassy over the next six months.

If you are an AEFM (Appointment Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

“Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota”.

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

US Citizens must submit an application for Federal Employment (SF-171, OF-612 <http://bogota.usembassy.gov>) or a current resume or curriculum vitae that provides the same information as an OF-612/SF-171.

Colombian Citizens (FSN) must submit a Foreign National Employment application form.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".

SUBMIT APPLICATION TO

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

Embassy employees must submit the employment application to the Human Resources Office receptionist. Outside applicants must submit the employment application to the Embassy receptionist. AEFMs not yet residing at post may submit applications via fax (57-1) 383-2088 or e-mail. **Applications will not be returned. Applicants should keep a copy for their files.**

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking individuals for the position of chauffeur.

BASIC FUNCTION OF POSITION

The incumbent will serve as a chauffeur for the American Embassy in Bogota. Will operate light and fully armored vehicles in a high risk environment. Incumbent should be knowledgeable about security procedures and protocol guidelines. Performs minor maintenance on vehicles and keeps updated logs of vehicle usage and maintenance.

Also, acts as a courier to transport unclassified material between the embassy and various Colombian government offices and ministries. Provides transportation support to visiting personnel as required.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Note: Candidates who do not meet these required qualifications will not be considered.

- a) Education: Completion of secondary school is required.
- b) Prior Work Experience: At least two years of experience as chauffeur is required.
- c) Language Proficiency: Fluent Spanish is required (Level IV).
- d) Knowledge: Good knowledge of automotive repairs. Thorough knowledge of the streets in Bogota is required.
- e) Abilities and Skills: Must possess valid Colombian drivers license appropriate to sedans and vans is required (Category 5).

ABIERTO A: Todos los candidatos interesados

CARGO: **CONDUCTOR**

FECHA DE CIERRE: **Lunes, Septiembre 20 de 2004**

FECHA DE CIERRE: **Lunes, Octubre 4 de 2004**

HORAS DE TRABAJO: 48 hrs. por semana

SALARIO: FSN/MOH/OR – LCP/FSN-3
EFM/MOH/NOR – FP Escala -BB
(Salario del cargo FP debe ser
determinado por Washington)

Las solicitudes que se reciban para este cargo serán usadas para llenar posiciones similares en la Embajada durante los próximos seis meses.

Los empleados de la Embajada deben entregar la solicitud de empleo en la recepción de la Oficina de Recursos Humanos.

El personal externo a la Embajada debe entregar la solicitud de empleo en la recepción de la Embajada.

LAS SOLICITUDES DE EMPLEO NO SE DEVOLVERÁN, LOS CANDIDATOS DEBEN MANTENER UNA COPIA EN SUS ARCHIVOS PARA APLICAR A FUTURAS VACANTES.

PERFIL DE LA POSICIÓN

La Embajada de Estados Unidos de América esta buscando un candidato para el cargo de Conductor.

FUNCIONES BÁSICAS DE LA POSICIÓN:

El candidato se desempeña como conductor para la Embajada Americana en Bogotá. Conducirá vehículos livianos y blindados en un ambiente de alto riesgo. El candidato debe tener conocimiento de procedimientos de seguridad y de normas de protocolo. Le hace mantenimiento preventivo a los vehículos y lleva un reporte actualizado del uso y del mantenimiento del vehículo.

También se desempeña como mensajero y transporta material no clasificado entre la Embajada y varias oficinas gubernamentales y ministerios. Suministra transporte y asiste a visitantes cuando se requiera.

REQUISITOS MÍNIMOS:

NOTA: Los candidatos que no llenen estos requisitos no serán considerados.

- a. Educación: Se requiere bachillerato completo.
- b. Experiencia previa: Por lo menos 2 años de experiencia como conductor.
- c. Idiomas: Se requiere dominio de español.
- d. Conocimientos: Buenos conocimientos de mecánica. Conocer la ciudad de Bogotá detalladamente.
- e. Habilidades: Tener licencia de conducir válida (Categoría 5).

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment. Employees on a temporary appointment with an intermittent schedule are eligible to apply.

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** U.S. citizen spouse or U.S. child as referred to in 6 FAM 111.3-1 paragraph (1) who is at least age 18; listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority; resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services. Other family members or dependents on the sponsoring employee's or uniformed service member's travel orders are not AEFMs.
2. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
3. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
6. **Foreign Service National (FSN):** A citizen of the host country.

DISTRIBUTION: "BB"

CHAUFFEURS – STATE.doc

